

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**TRAFFIC ENGINEERING TECHNICIAN
ENGINEERING DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs professional/technical work in the City's traffic and transportation system. Employee reports to the City Traffic Engineer.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs professional and technical work to guarantee the efficiency of the traffic and transportation system with especial regard to safety and efficiency. Work involves performing engineering research, collecting and reporting traffic data, and reviewing plans for new development and permits for new driveways. Supervision may be exercised over technical and clerical personnel. Work is performed with direct supervision of the City Traffic Engineer and is evaluated in terms of the efficiency and effectiveness of duties performed.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Develops short- and long-range plans to meet the community's traffic and transportation engineering needs.

Administers the City's traffic count program and maintains associated database.

Drafts and makes recommendations to supervisors on operational methods to provide more effective traffic flow and control, parking requirements and temporary road closings including, but not limited to traffic signage and striping.

Attends a variety of conferences related to trends in the field of traffic engineering.

Keeps informed of state and federal regulations governing traffic and transportation engineering and ensures program compliance.

Keeps abreast of professional developments, including the characteristics of exemplary programs, and of laws and regulations regarding traffic rules.

Assists in responding to concerns and requests for information from citizens, the media, and officials.

Maintains a variety of complex records and prepares reports on a variety of topics related to traffic and access management.

TRAFFIC ENGINEERING TECHNICIAN

Evaluates commercial and residential driveway permit applications, including field review and review of applicable specifications.

Evaluates small private development projects for compliance with City development regulations pertaining to engineering and infrastructure.

Assists in coordinating departmental review of moderate to large private development projects.

Coordinates review of project plans and other documents with appropriate agencies.

Assists the public in applying for permits and obtaining approval for same; explains regulations, codes and other requirements to applicants.

Reviews inventory of supplies and equipment used by Department personnel.

Reviews designs and plans for various traffic control plans in the City; prepares specifications for a variety of traffic projects; reviews plans for major commercial and residential development.

ADDITIONAL JOB FUNCTIONS

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of principles and practices of traffic and transportation engineering.

Considerable knowledge of federal and state statutes and regulations pertaining to traffic and transportation engineering.

Considerable knowledge of the principles of supervision, organization, and administration.

Considerable knowledge of urban growth and development and the planning and implementation of appropriate traffic engineering measures to meet those needs.

Moderate knowledge of the current literature, trends, and developments in the field of traffic engineering.

Ability to perform work requiring moderate physical exertion.

Ability to prepare specifications and/or recommendations for traffic and transportation improvements.

Ability to understand and comply with complex regulations and codes.

Ability to plan, direct and coordinate the work of subordinates.

Ability to communicate effectively with customers, employees, City officials, and other community groups.

Ability to express ideas effectively orally and in writing.

Ability to read and interpret plans and specifications.

TRAFFIC ENGINEERING TECHNICIAN

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to observe minimum safety requirements for performing required field duties.

MINIMUM EXPERIENCE AND TRAINING

Two years of college-level education in traffic engineering, engineering science or a related, and 2 to 3 years of related experience; and/or any equivalent combination of training and experience required to perform the essential position functions.

SPECIAL REQUIREMENT

Possession of a valid driver's license issued by the State of North Carolina, or the ability to obtain same within six (6) months of date of hire.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a

TRAFFIC ENGINEERING TECHNICIAN

manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Salary Grade 14, Non-Exempt